

# ADJUSTMENT SHEET

Agency: DPH Work Location CDL Mail Drop: 2046 Week End Date: 9/16/2006

Employee's Name	Empl ID	Date	Original Entry <sup>1</sup>		Replacement Entry <sup>2</sup>		Comments/Reason
			Leave Type/Exception	Amount	Leave Type/Exception	Amount	
Stevenson, Allan	110627	9/15/06			VAC	1.0	

1. **Original Entry** - Indicate what was reported on original time log submitted to Central Office.
2. **Replacement Entry** – Indicate the correct entry – include type of leave or exception and amount of time.

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_